



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE
REFER TO FILE:

PJ-1

April 10, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**TOPANGA LIBRARY PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
AWARD AGREEMENT
SUPERVISORIAL DISTRICT 3
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
THE COUNTY LIBRARIAN THAT YOUR BOARD:**

1. Establish Capital Project 77484 for the Topanga Library Project.
2. Approve the enclosed Appropriation Adjustment in the amount of \$380,000 to fund the preparation of the State Library Bond Act grant application for the Topanga Library Project from Third District Capital Project funds (Enclosure A).
3. Award and authorize the Director of Public Works to execute an agreement with Leidenfrost/Horowitz & Associates, Inc., to provide consultant services for the Topanga Library Project for a not to exceed fee of \$194,633, and establish the effective contract date following receipt of insurance certificates filed by the consultant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The project will consist of constructing an approximately 12,000-square-foot, two-story building, including a 10,000-square-foot public library and 2,000-square-foot community office space to serve the library and community service needs of the Topanga Canyon community based on population projections through the year 2020. The Resource Conservation District of the Santa Monica Mountains, a non-regulatory special district, is considering leasing the community office space to house its offices and a regional watershed center for educating the community on conservation and protection of natural resources.

Public Library plans to apply for matching grant funds under the California Library Construction Bond Act of 2000 for the project. As part of the grant application process, the applicant is required to prepare and submit various planning and design documents, including a community needs assessment, library plan of service, building program, engineering surveys, and a conceptual design. Under the proposed agreement, Leidenfrost/Horowitz & Associates, Inc., will prepare these documents. The enclosed Appropriation Adjustment provides funds for the initial costs associated with preparing and submitting the grant application.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goal of Service Excellence as the proposed library will provide improved library service to the Topanga Canyon community and will address the projected library needs in this community to the year 2020. These actions are also consistent with the Goal of Children and Families' Well-Being as the proposed library will provide educational facilities and programs for enhancing educational/workforce readiness.

FISCAL IMPACT/FINANCING

The recommended agreement with Liedenfrost/Horowitz for consultant services is for a total not to exceed fee of \$194,633. Sufficient appropriation will be available to fund the award of the agreement upon your Board's approval of the enclosed Appropriation Adjustment, which will transfer \$380,000 from Third District Capital Project funds to Capital Project 77484 to fund initial project costs associated with preparing and submitting the grant application, including project management and consultant services.

The total project cost, including land acquisition, plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, County services, and library materials, is currently estimated at \$8,500,000, funded by State grant funds of \$3,445,000 and County matching funds of \$5,055,000. A total project cost estimate and funding plan will be finalized and presented to your Board for approval prior to submitting the grant application to the State.

The total grant eligible costs are currently estimated at \$5,300,000. For projects that are awarded grant funds, the State will provide 65 percent of the total eligible costs estimated to be \$3,445,000. Eligible costs include land acquisition and site development; design and construction; furniture, fixtures, and equipment; and related planning and management costs. The County is required to commit local matching funds for the remaining 35 percent of the total eligible costs estimated to be \$1,855,000, as well as fund other noneligible costs, including a start-up cost of approximately \$1,500,000 for library materials, \$1,246,000 in costs associated with the community office space in the building, and \$454,000 in contingencies. Additionally, the annual operating costs for the new library are currently estimated to be approximately \$550,000. Public Library does not expect to have funds available within its operating budget to pay for the annual operating costs for the new facility.

As required under the provisions of the State Library Bond Act, your Board will be asked in November 2003 to approve the project, certify the local matching funds and accuracy of the grant application, and commit to operating the library facility for 40 years prior to submitting the grant application in January 2004.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The California Library Construction Bond Act of 2000 was approved by California voters as Proposition 14 in March 2000 and provides \$350,000,000 in State bond funds for grants on a 65 percent State and 35 percent local matching basis. Local library jurisdictions may apply for construction grant funds under the Bond Act to build new library facilities. The grant funds will be awarded on a competitive basis in three application cycles. The deadlines for the first and second cycles have passed. The deadline for the remaining cycle is January 16, 2004. The County is planning to complete the planning, design, and environmental documents and submit a competitive grant application package for the Topanga Library Project by the January 16, 2004, funding cycle deadline. The State is expected to take approximately six months to review grant applications and award grant funds.

We have identified a parcel of land for the Topanga Library located at 122 North Topanga Canyon Boulevard, which is currently owned by the Los Angeles County Waterworks District No. 29, Malibu, and is surplus to the District's needs. The County will have the property appraised by an independent appraiser to determine the fair market value. We will return to your Board with a recommendation on how to proceed with securing the necessary property interest in the parcel to satisfy the requirements of the grant application regarding site ownership.

The Resource Conservation District of the Santa Monica Mountains is a non-regulatory special district under Division 9 of the Public Resources Code established in 1961 to provide education and leadership for conserving and enhancing the natural resources of the District through community involvement and participation in conservation programs. The District serves an area of 202 square miles, including most of the Santa Monica Mountains in western Los Angeles County and a portion of Ventura County. As part of the library construction, the District proposes to develop a watershed center, including meeting facilities to host community events and demonstrations involving resource education, watershed planning, and best management practices for conserving and protecting our natural resources.

On February 11, 2003, your Board approved and authorized Public Library to submit the State grant applications for the proposed East San Gabriel Valley Regional Library and Lawndale Library for the second cycle, which had a deadline of March 28, 2003. On September 10, 2002, your Board awarded a consultant services agreement to prepare the supporting documentation required to submit the State grant application for the Acton/Agua Dulce Library Project by the third cycle deadline of January 16, 2004.

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, Leidenfrost/Horowitz is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

Leidenfrost/Horowitz is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The environmental documentation will be completed and presented to your Board prior to submitting the grant application to the State.

CONTRACTING PROCESS

On November 13, 2001, the Architectural Evaluation Board recommended 21 firms to perform as-needed architectural/engineering services for potential library projects identified by your Board for State Library Bond Act grant applications. On February 21, 2002, Public Works issued a Request for Proposals to these 21 firms. Of the 21 firms, 9 submitted proposals for consideration. The proposals were evaluated by a panel with members from Public Library and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluation was done without regard to race, creed, color, or gender. On March 11, 2002, Public Works and Public Library selected and ranked the five best-qualified firms. Leidenfrost/Horowitz was determined to be the firm best qualified for this project.

On February 3, 1998, your Board requested that contract opportunities be listed on the "Doing Business with the County" website. However, this contract opportunity was not listed on the website because the AEB's evaluation process was used. The AEB evaluation process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide the recommended design and consultant services. Public Works uses the "Doing Business with the County" website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

Leidenfrost/Horowitz has agreed to provide consultant services for a not to exceed fee of \$194,633. This fee includes preparation of a community needs assessment, library plan of service, building program, geotechnical and topographic surveys, and a conceptual design to meet the State Library Bond Act grant application requirements. The fee also includes additional and reimbursable services, which will only be used if additional work is requested and approved by Public Works. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Leidenfrost/Horowitz's fee schedule, Community Business Enterprise participation data, and three-year contracting history are on file with Public Works.

The Honorable Board of Supervisors
April 10, 2003
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IMPACT ON CURRENT SERVICES

There will be no impact on current County services or projects during the performance of the recommended services.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Public Library, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

MARGARET DONNELLAN TODD
County Librarian

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)

April 10, 2003

ENCLOSURE A

**TOPANGA LIBRARY PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
AWARD AGREEMENT**

APPROPRIATION ADJUSTMENT

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.DEPARTMENT OF Chief Administrative OfficeMarch 26, ~~19~~2003

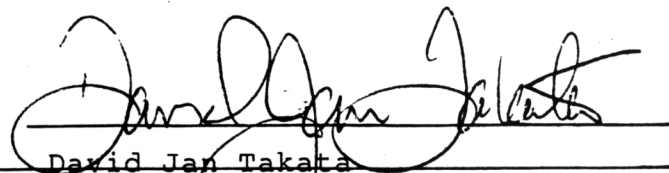
AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

Topanga Library
(3-Votes)

See attached for details.



David Jan Takata
Assistant Division Chief

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

April 10 2003
10

John J. Edmister
CHIEF ADMINISTRATIVE OFFICERAPPROVED (AS REVISED):
BOARD OF SUPERVISORS

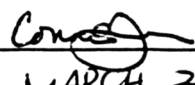
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BY

DEPUTY COUNTY CLERK

AUDITOR-CONTROLLER BY

No. 190


MARCH 26 2003

SEND 5 COPIES TO THE AUDITOR-CONTROLLER

REQUEST FOR APPROPRIATION ADJUSTMENT
TOPANGA LIBRARY
FISCAL YEAR 2002-2003
(3 Vote)

SOURCES:

Various 3rd District Improvements	
A01-CP-77045-6014	\$380,000
Total	<u>\$380,000</u>

USES:


Topanga Library	
A01-CP-77484-6014	\$380,000
Total	<u>\$380,000</u>

Justification:

This appropriation adjustment provides funding for the Topanga Library project.

There is no affect on net County cost.

Noted and Approved:


David Jan Takata
Assistant Division Chief
Chief Administrative Office

(123\BA\TOPANGA LIBRARY)

PA # 190

MARCH 26, 2003